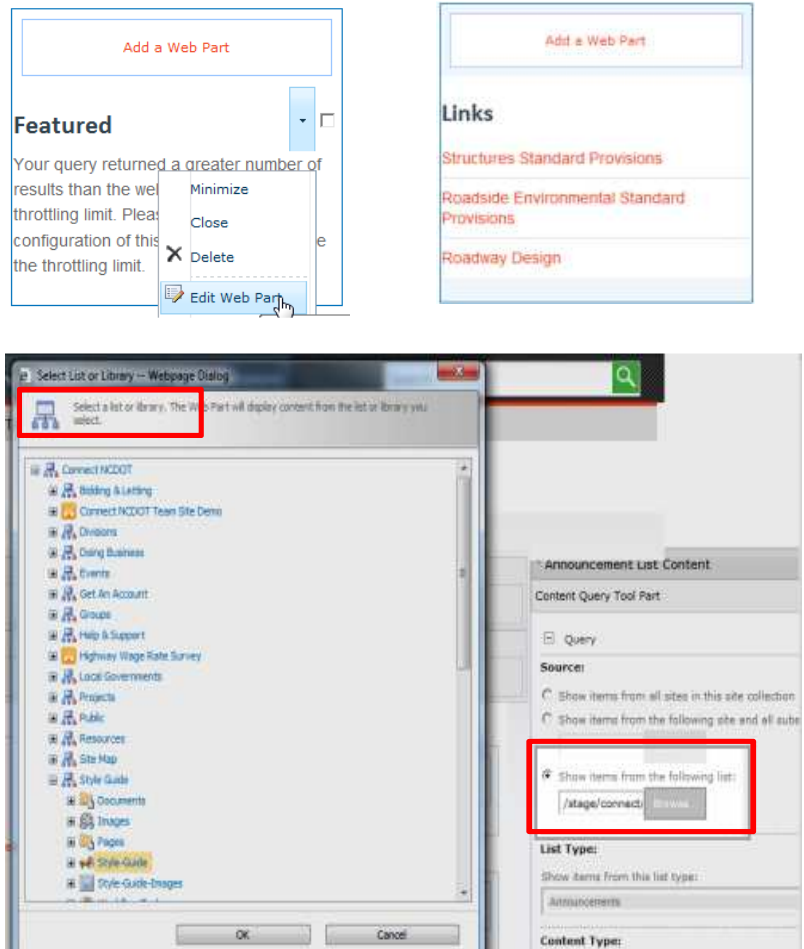


Configuring the Featured and Link List Web Parts

The Featured web part and the Link List web part function in the same manner. The Featured web part is designed to link to a document library. The Link list web part is designed to link to a links list.

Editing the Web Part

- Click on the dropdown arrow in the web part and then click on **Edit Web Part** to open the **Content Query Tool Part**.
- In the **Content Query Tool Part** under **Source** select the option **Show items from the following list** and click on **Browse**. In the **Select List or Library** window Navigate and select the list or library for the content and click OK.
- All of the content from the list will return.



Adding Filters

Adding additional filters will return specific content from a list to the web part.

- Under **Additional filters** click on the dropdown list.
- Select the name of the column being used in the list to filter content.
- In the next dropdown list choose one of the options Filter By i.e., **is equal to** and type the name that is being used to filter the item(s) from the list.

Additional Filters:

Show items when:

Filter By	
is equal to	
Custom Web Part	

☐ And ☒ Or

<no filter>	
is equal to	

☐ And ☒ Or

<no filter>	
is equal to	

Adding Descriptions to Links

- Date Modified can be replaced with content descriptions below the links.



- In **Fields to display** under Description replace Modified with the name of the column that contains the description for the content.

Adding a Web Part Title

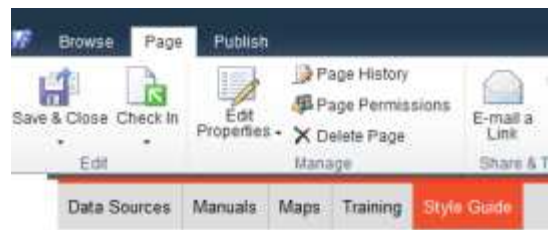
- Under Title in Appearance enter the name for your web part. Make sure Title Only or Default are selected in the Chrome Type Dropdown list.

Content Query Tool Part Apply and Save

To view and save the entries click on the **Apply** button located at the bottom of the Content Query Tool Part. This will save the entries and leave the Query Tool Part open if you wish to make additional changes. Click **OK** in the Content Query Tool Part when you are ready to complete adding the web part.

Saving and Publishing Pages

- In order to view the page with the web parts. Click on either **Save & Close** (this will save the changes but the page will remain Checked Out). Click on **Check In** when the changes are complete.
- Fill in any comments and then click Continue. The page is now checked in and ready to publish.
- To publish the page to production click on the **Publish tab** and then click on Publish. The time from Publish to Production is about 45 minutes.



CHECK IN

Comments:

Spelling:

The spelling check cannot be completed because there is no dictionary installed for the current language.

Continue Cancel